

## TIPS FOR PARENT TEACHER CONFERENCES

1. Try to find a time that is convenient for the parents.
2. Let parents know that they will be able to bring up any questions or concerns they may have.
3. Prepare for the meeting by reviewing records of the child's behavior and progress. Identify the topics you would like to discuss.
4. At the meeting, help parents feel at ease by greeting them in a friendly, respectful manner.
5. Use adult-size chairs
6. Sit side-by-side with parents (not across a table).
7. Start by focusing on the child's strengths. Share specific examples of ways in which the child is doing well or is improving.
8. Avoid jargon—use plain, descriptive talk.
9. Use the opportunity to learn more about the child and parents. Ask for the parent's perspective of the child ("Does Carmen seem to like to come to school each morning?")
10. When bringing up problems or concerns, avoid labeling the child or criticizing the parent.
11. Suggest way that parents and staff can work together.
12. Use reflective listening
13. And remember---PARENTS AND YOU know a lot about the child---listen carefully to what PARENTS have to say!

